

١٠٠ سؤال وجواب عن النشر العلمي

الدكتور
حسنين فيصل غازي

النسخة الثالثة
٢٠٢٥

١٠٠ سؤال وجواب
عن النشر العلمي

الأستاذ المساعد الدكتور حسنين فيصل غازي
دكتوراه في صحة المجتمع

٢٠٢٥

100 Q &A
ABOUT SCIENTIFIC PUBLISHING

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المقدمة

Nowadays, scientific research has become one of the most important pillars of academic life. Many universities around the world have started to include paper publications in their key performance index (KPI) to encourage researchers to publish their findings in peer-reviewed journals. Currently, publishing in indexed journals like Scopus index is increasing due to many factors like university ranking and academic reputation. This book attempts to answer the most common 100 questions about scientific research publications in an easy and understandable manner.

المحتويات

الفصل الأول

JOURNALS

المجلات العلمية

Q1. What are Indexed Journals ?

- An abstracting and indexing (A&I) service is a product that is available online to subscribers. The database indexes content by assigning subject headings to each one and then making them searchable in the product's database. These services also index other bibliographic elements of journal articles, including authors, titles, and date of publication.

- Once a journal is indexed by a database, it is straightway made available to all users of that database, databases index titles, full articles, references, or only abstracts. It depends on the database policy and products.

Q2. What is SCOPUS ?

Scopus is a bibliographic database containing abstracts and citations for academic journal articles. Scopus covers nearly 36,377 titles from approximately 11,678 publishers, of which 34,346 are peer-reviewed journals in top-level subject fields: life sciences, social sciences, physical sciences and health sciences.

- It is owned by Elsevier and is available online by subscription. Authors can check their profiles for free.

  https://www.scopus.com/home.uri

Q3. What is Impact Factor ?

The journal Impact Factor is a measure of the frequency that a specific article in a journal has been cited in a particular year. It is used to measure the importance or rank of a journal, and is published yearly in Journal Citation Report (JCR).

The calculation is based on a two-year period and involves dividing the number of times articles were cited by the number of articles that are citable.

For example:

A = the number of times articles published in 2014 and 2015 were cited by indexed journals during 2016.

B = the total number of "citable items" published in 2014 and 2015.

A/B = 2016 impact factor

Q4. What is CiteScore ?

- Elsevier's new metrics provide comprehensive, transparent, current insights into a journal's impact
- CiteScore is the average citations per document that a title receives over a three-year period. It is simple to replicate. A CiteScore 2015 value is available for most active serial titles in Scopus — journals, book series, conference proceedings, and trade journals — that started publishing in 2014 or earlier.
- CiteScore is calculated on an annual basis, showing the average citations for a full calendar year. Nevertheless, its impact can change faster than that, so CiteScore Tracker

provides a current view of how a journal is performing during the course of the year, as it builds up each month (Elsevier).

Q5. What are open access journals ?

- These are journals in which their papers can be downloaded free of charge, and that anyone can access.

Q6. What are closed access journals ?

- These are journals that are only available by subscription. If an author wants to download a paper, then he/she needs to buy this specific paper, or if the institute has a subscription.

Q7. What is ScholarOne website ?

- *ScholarOne* provides comprehensive workflow management systems for scholarly journals, books, and conferences.
- It is owned by Clarivate Analytics. You need to register for a username before starting the submission process.

  https://mc.manuscriptcentral.com

Q8. How to choose the right journal ?

There are many websites one can access for choosing the right journal based on your title, abstract and keywords.

- Elsevier journal finder
    - https://journalfinder.elsevier.com
- Springer
    - https://journalsuggester.springer.com
- Wiley
    - https://authorservices.wiley.com/author-resources/Journal-Authors/find-a-journal/index.html
- Cofactor
    - http://cofactorscience.com/journal-selector
- Edanz Editing
    - https://www.edanzediting.com/journal-selector

Q9. What are predatory journals ?

ماهي المجلات المفترسة

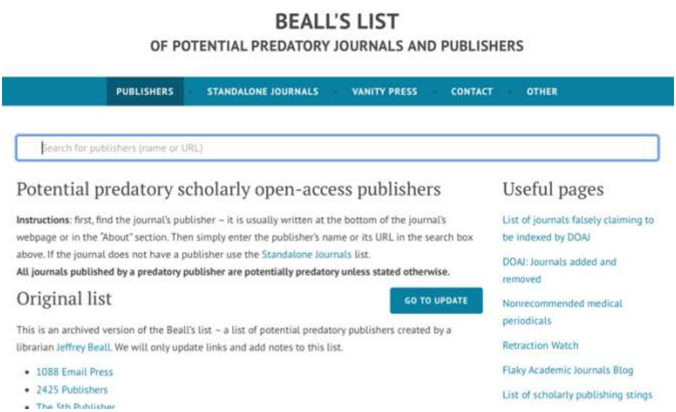
Journals with the following characteristics can be considered as predatory journals.

خصائص المجلات التي يمكن اعتبارها مفترسة

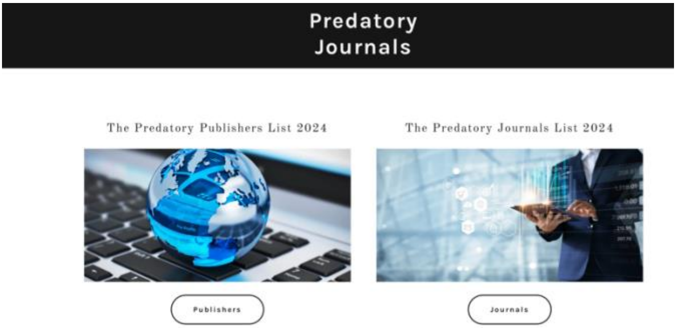
- High manuscript acceptance rates or acceptance guarantees within a specific time or dates
- The publisher sends you email to submit an article for publication that contains many colors and promises
- Minimal peer-review process or paper accepted without any review report
- Little attention paid to digital preservation
- Not necessarily indexed in electronic databases

- Journals may be short-lived
- No archiving policy.

https://beallslist.net



https://predatoryjournals.org/home



موقع دائرة البحث والتطوير / وزارة التعليم العالي والبحث العلمي العراقية

https://jor.rdd.edu.iq/dis.php



Q10. How to avoid publishing in predatory journals ?

1. avoid scam emails with colours and fake impact factors
2. avoid fast publishing
3. do not depend on journal’s website regarding indexing
4. always check previous issues

5. check the publisher’s other journals

وهذا المخطط يوضح كيفية التأكد من المجلات التجارية والمفترسة



Q11. How to check journal index in Scopus ?

You can go to the SCOPUS website and then choose Sources, and under this option you can search indexed journals by subject area, title, ISSN or publisher.

https://www.scopus.com/sources

Alternative method is to check SCImago Journal Ranking website https://www.scimagojr.com/journalrank.php



Q12. What is Clarivate Analytics ?

This is the new database to indexed journals (formerly known as Thomson Reuters). It is only available by subscription. It consists of many databases.



- Science Citation Index Expanded (SCIE)
- Social Sciences Citation Index (SSCI)
- Arts & Humanities Citation Index (AHCI)
- Emerging Sources Citation Index is a new edition in Web of Science Core Collection.

Q13. What other databases ?

There are many databases available online to indexed journals.

- DOAJ is a community-curated online directory that indexes and provides access to high-quality, open-access, peer-reviewed journals.

- Embase is a biomedical and pharmacological database of published literature designed to support information managers and pharmacovigilance in complying with the regulatory requirements of a licensed drug.

  Embase, produced by Elsevier, contains over 28 million records from over 8,400 currently published journals from 1947 to the present.

- Medline: Full-text database providing full text for 1,400 journals indexed in *MEDLINE*, most of which have cover-to-cover indexing. Created by the U.S. National Library of Medicine (NLM), this bibliographic database provides citations and abstracts for

biomedical and health journals covering a wide range of subjects.

- PubMed is a free search engine accessing, primarily, the MEDLINE database of references and abstracts on life sciences and biomedical topics. The U.S. NLM, at the National Institutes of Health, maintains the database as part of the Entrez system of information retrieval.

- Google Scholar is a freely accessible web search engine that indexes the full text or metadata of scholarly literature across an array of publishing formats and disciplines. Released in beta in November 2004, the

Google Scholar index includes most peer-reviewed online academic journals and books, conference papers, theses and dissertations, preprints, abstracts, and technical reports. It contains roughly 160 million documents as of May 2014.

- Many others: CABI, CAS, Citebase, Current contents, EmCare, Food Science and Technology Abstracts, Global Health, Medscape, OAIster, Science Citation Index Expanded, SCImago, SOCOLAR and Zetoc.

Q14. If the journal is not indexed in Scopus, does that mean it is not good ?

Not necessarily, as many good journals are not indexed in SCOPUS. Also, new journals need at least 2 years before they can submit their application to be indexed in SCOPUS database.

Q15. How are journals indexed in Scopus ?

First, the journals need to meet minimum requirements before they can submit their application to be indexed in SCOPUS Database. The following criteria should be available:

- The journal should consist of peer-reviewed content.

- The journal should be published on a regular basis (have an ISSN number that has been registered with the International ISSN Centre)
- Content should be relevant and readable for an international audience (at minimum, have references in Roman script and English language abstracts and article titles)
- The journal should have a publication ethics and publication malpractice statement
- Additionally, it is general policy that a journal needs to have a publication history of at least 2 years before it can be reviewed for Scopus coverage (Stage 2)
- After suggesting a journal for inclusion into Scopus, you will receive an immediate

acknowledgment email that confirms that the journal suggested has been received and will be considered for review. However, it does not guarantee that the said journal will be indexed in Scopus as it must go through the journal selection process and review by the CSAB before a decision is made.

- Depending on the number of suggestions received and the available information about the suggested title, it will take 6-12 months before the review process is completed.

The evaluating panels usually focus on the following area:

- Journal policy
- Content
- Journal standing

- Regularity
- Online availability

More information can be obtained from

- https://www.elsevier.com/solutions/scopus/how-scopus-works/content/content-policy-and-selection

Q16. How are journals indexed in Clarivate Analytics (Thomson Reuters) ?

- Each year, the Editorial Development panel reviews over 3,500 journal titles for inclusion in SCIE, SSCI, and AHCI. Only around 10% of these journals are accepted for coverage.
- Many factors are considered when evaluating journals for coverage ranging from the

qualitative to the quantitative. These include the following:

1. Basic publishing standards
2. Editorial content
3. International focus
4. Citation analysis

- No one factor is considered in isolation, but by combination and interrelation of data, the evaluator will be able to determine the journal's overall strengths and weaknesses.

More information can be obtained from

- https://clarivate.com/academia-government/scientific-and-academic-research/research-discovery-and-referencing/web-of-science/web-of-science-core-collection/editorial-selection-process/

Q17. What are peer-reviewed journals ?

Peer-reviewed means that your submitted manuscript will be sent to people with the same background and speciality to evaluate your paper and give comments.

Q18. What are open review papers ?

Open review is a process in which names of reviewers of papers submitted to academic journals are disclosed to the authors of the papers. In some cases, as with the BMJ and BioMed Central, the process also involves posting the entire pre-publication history of the article online.

Q19. What is almetrics ?

Altmetrics is a term to describe web-based metrics for the impact of scholarly material, with an emphasis on social media outlets as sources of data (Shema et al. 2014).

Q20. What is PlumX ?

- PlumX Metrics – with five categories of metrics – is now the primary source of article-level metrics on Scopus alongside the Scopus citation count (along with percentile benchmarking) and field-weighted citation impact.

  How to get to the Article Metrics module on Scopus:

- You can find the Article Metrics module on a Scopus Document details page, where a sidebar highlights the corresponding article-level metrics. Clicking on "View all metrics" opens a more detailed metrics page, displaying all available metrics and the

underlying content for further analysis and understanding.

- PlumX Metrics is Plum Analytics' comprehensive, item-level metrics that provides insights into the ways people interact with individual pieces of research output (articles, conference proceedings, book chapters, and many more) in the online environment.
- To support like-with-like analysis and help make sense of the huge amounts of data involved, they are divided into five categories:

1. Usage
2. Captures
3. Mentions

4. Social media
5. Citations

Q21. How social media usage can reflect on my paper statistics ?

It counts, analyzes, and with some processing, presents online mentions of publications issued by an institution on platforms such as Mendeley, Twitter, CiteULike and Facebook. However, Altmetric analyzes, more than mentions, on social media platforms. Its analyses also draw on government policy documents and other sources for mention of scholarly articles. Particularly, government policy documents are an important source as the impact of research on policy

making can be thus made quantifiable (Bornmann et al. 2016; Liu 2014).

Q22. What language can I publish in ?

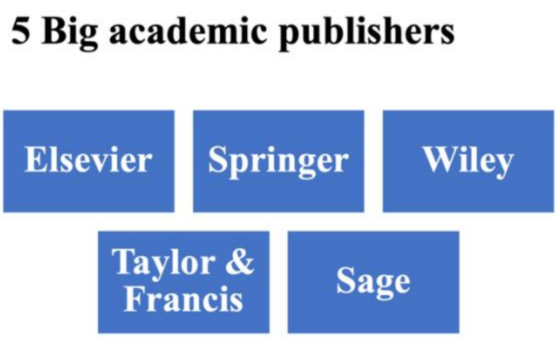
Most journals publish articles in the English language.

Q23. Can one find journals indexed in both Scopus & Clarivate ?

Yes; many journals are indexed in both SCOPUS and Clarivate analytics (Thomson Reuters)

Q24. Most common publishers worldwide ?

There are many publishers worldwide. The most common are Elseiver, Sciendirect, Springer, BioMed Central, Nature, Wiley, Oxford University Press, The Lancet, Emerald, Wolters Kluwer.



Q 25 What is the important part to read on a journal website ?

The two most important parts to check in any journal website are scope of the journal to make sure that your research falls within these areas.

The second one, instructions to authors, as each journal has a different format, especially references, tables, and figures.

الفصل الثاني

AUTHORS

الباحثين

Q26. What is *H*-index ?

- The ***h*-index** is an index that quantifies both the actual scientific productivity and the apparent scientific impact of a scientist. The index is based on the set of the scientist's most cited papers and the number of citations that they have received in other publications.
- The index was suggested by Jorge E Hirsch, a physicist at UCCD, as a tool for determining theoretical physicists' relative

quality, and is sometimes called the *Hirsch index* or *Hirsch number*.

- The index can also be applied to the productivity and impact of a group of scientists, departments or universities, or countries.
- *H*-index is the highest number of papers that a scientist has written that have each received at least that number of citations.
- Example: An *H*-index of 50, means someone has written 50 papers that have each had at least 50 citations.

Q27. What is ORCID ?

- **ORCID (Open Researcher and Contributor ID)** is a nonproprietary alphanumeric code to uniquely identify scientific and other academic authors and contributors.
- It provides a persistent identity for humans, similar to that created for content-related entities on digital networks by digital object identifiers (DOIs).

Q28. What is Research ID ?

Researcher ID provides a solution to the author's ambiguity problem within the scholarly research community. Each member is assigned a unique identifier to enable

researchers to manage their publication lists, track their times cited, counts, and *H*-index, identify potential collaborators, and avoid author misidentification. In addition, your Researcher ID information integrates with the *Web of Science* and is ORCID-compliant, allowing you to claim and showcase your publications from a single account. Search the registry to find collaborators, review publication lists, and explore how research is used around the world.

Q 29 What is Google Scholar ID ?

Creating your Google Scholar Citation profile will make sure that Google Scholar will easily and accurately group all the citations of your publications into one pool. A profile generally lists your name, chosen keywords of research interest, generated citation metrics, and citations (including links to citing articles).

In order to create a Google Scholar Citation profile, you need a Google Account. Once the profile is set up, it will automatically update.

https://scholar.google.com/intl/en/scholar/citations.html

Q30 How many authors can put ?

It depends on journal policy, as few journals state the maximum numbers of authors to include in your manuscript. Majority of journals do not specify the number.

Q31. The credit goes to whom ?

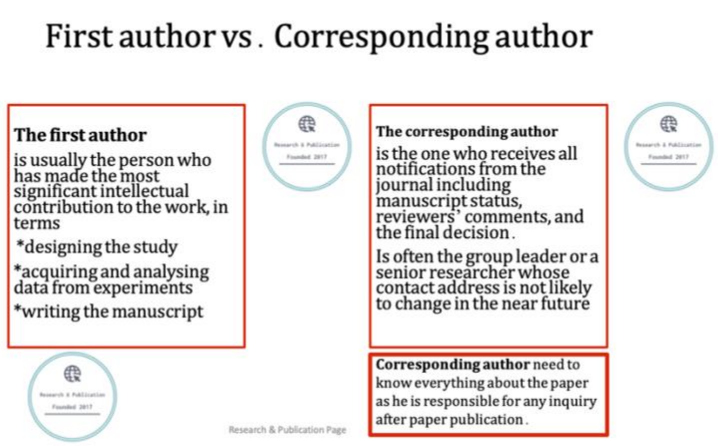
It depends on institute policies. In general, the most credit goes to the first author and corresponding author.

Q32. Do I need to get all co-authors approval ?

Yes; all authors must read and approve the final version of the manuscript before submission.

Q33. What is corresponding author ?

This is the author assigned to be responsible for all communication with the journal during the submission and evaluation process, and also after the paper is published online. The corresponding author will be responsible for answering questions regarding the research, like giving approval to reuse the questionnaires.



Q34. Do I need affiliation to publish ?

YES, you must be attached to an institute to get your paper published, but it is not necessary for it to be a university; even people in the industry can publish their research findings.

Q35. Do I need to hold a PhD so my paper can be accepted?

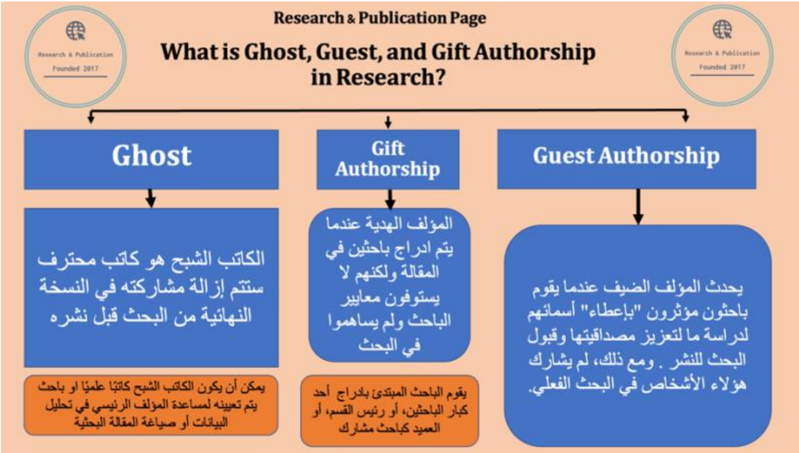
NO need, as any researcher with a bachelor or diploma degree can publish.

Q36. Do I need to include all people who helped in my research ?

NO; only those who participated in the research can be considered as co-authors, the rest can be put in the acknowledgment part.

The International Committee of Medical Journal Editors (ICMJE) recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
2. Drafting the work or revising it critically for important intellectual content;
3. Final approval of the version to be published;
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.



Q 37 What is author's contribution ?

The Authors' Contributions section specifies the exact contributions of each author in a narrative form. This is not a section required by all journals.

- Only author initials are used (without titles or degrees).

- For example, Hasanain Faisal Ghazi becomes (HFG).
- Then put the specific role of that author, like designing the study, analysing the data, drafting the manuscript, etc…
- **Q 38 Can I put 2 affiliations ?**

YES, you can put 2 or more affiliations as some researchers work and affiliated to different institutes.

CHAPTER THREE

MANUSCRIPT

المقالة البحثية

Q39. How long do paper submissions take ?

Depends on the submission mechanism. Different journals use different mechanisms; some use emails and others use an online submission system.

Q40. What do you need before submitting the manuscript ?

You need your full manuscript formatted based on your selected journal; emails and affiliations of the all co-authors; funding information; and ethical approval.

Q41. Common reasons for rejection ?

اهم أسباب رفض المقالة البحثية

1. Novelty:

   The manuscript does not contain anything new and is a repetition of something done before.

2. English language:

   The poor quality of English is the main reason for manuscript rejection for non-native speakers. Try to send the manuscript to specialized English editing services before sending in the papers.

   Examples of English editing websites

   https://wileyeditingservices.com/en/

   https://www.editage.com

https://webshop.elsevier.com/languageservices/languageediting/

https://www.edanzediting.com

3. Wrong format:

   You need to read instructions to authors carefully to follow journal format, especially the References style.

4. Small sample size:

   Choosing the right sample size before collecting the data is very important as it may affect your conclusion. Even a well written manuscript with insufficient sample size may fail to answer the research question.

5. Cannot be generalized:

   If your manuscript was written among a specific group of people, or a certain

geographical area, your findings cannot be generalized to other countries, and the journal will not benefit from publishing your research.

Q42. Common mistakes in writing research papers ?

اهم الأخطاء الشائعة عند كتابة المقالة البحثية

- Starting sentences with a number

  You have to spell out the number, e.g., One hundred and fifty respondents, or add a phrase before (In this study, 150 respondents)
- Using letters instead of symbols
- No space between a number and its unit

The correct way should be like this (The body weight of babies ranged between 5 kg and 10 kg)

- Using the past tense for tables and figures

For tables and figures, one must use the present tense

For example: The baseline characteristics of all subjects were summarized in Table 1.

The correct way

The baseline characteristics of all subjects are summarized in Table 1.

- Subject-verb agreement

For example: The ratio of positive cells per 1000 cells were defined as the positivity index.

The correct

The ratio of positive cells per 1000 cells was defined as the positivity index.

- Repeating information
- Do not use "respectively" too many times.

Q43. Can one send a paper to more than one journal ?

NO cannot. The paper should be sent to one journal only and after the final decision of rejecting it you can then send it to another journal.

Q44. What are the important things that an editor looks for in any paper ?

The editor-in-chief will first read the abstract, and if it is good then he/she will continue to read the rest of the manuscript. In general, the most important parts are:

1. **Abstract**
2. **Tables**
3. **Conclusion**

Q45. Do I need to include everything in my paper ?

No need; only important things. Like in "Results", put only important findings and not everything, as Tables should be self-explanatory.

Q46. Do I need to submit my research data ?

It is optional. Nowadays, some journals encourage the researcher to submit a data file, so other people can benefit from it. Big publishers like Elsevier have this option and more information can be obtained from their website https://www.elsevier.com/authors/author-services/research-data

Q47. Is ethical approval important ?

هل موافقة لجنة اخلاقيات البحوث مهمة

Yes. Very important, as you cannot publish a paper without ethics approval from your institute and the place where data collection was done, like in hospitals and schools.

Q48. What are the steps to write a manuscript ?

- Start with Methods.
- Then Tables and Figures.
- Then Results section.
- Write Introduction.
- Write Discussion.
- State Keywords.
- Last thing to write is the Abstract.

Q49. What to include in introduction ?

- maximum 3-4 paragraphs
- 100-200 words to introduce your topic
- 500-1000 words of literature review
- Last paragraph should be the aim of the study (general objective)
- History (statistics)
- Importance (why this is a problem)
- Gaps in knowledge

Q50. What to include in methodology section ?

- 200-400 words
- Methods
- Ethics
- Statistics
- Describe study population and location

- Study design
- List of questionnaires used and from where adopted
- Any pretest done. Validation.
- Sampling methods
- State ethics approval from which institute
- Did all participants sign the consent form
- Statistical analysis
- What test you used and type of your study variables

Q51. What to include in Results ?

- No need to explain each table in detail; only headlines
- First paragraph describes the characteristics of the sample

- Response rate
- Maximum of 4-5 tables
- Title of each table must be self-explanatory
- Table should not be large (maximum 6 columns and 12 rows)
- Include confidence interval and p value where possible
- Table 1: Socio-demographic characteristics
- Table 2: Dependent variable (outcome)
- Table 3: Association table (Socio-demographic and dependent)
- Table 4: Association table (other factors and dependent)
- Table 5: Multivariable table

Q52. What to include in discussion ?

- Maximum 3-4 paragraphs
- 500-1000 words
- 1st paragraph: the study and main findings
- 2nd paragraph: the study limitations
- 3rd and 4th paragraphs: compare your results with previous studies

Q53. What to include in Conclusion ?

- 200 words
- 1 paragraph
- Maximum 3-4 sentences.

Q54. How to write References ?

It depends on each journal. There are three most common reference styles. These include Harvard, Vancouver and American Psychologist Association (APA).

Q55. Characteristic of a good abstract ?

1. Write the abstract after you finish writing your paper
2. Choose main points from your introduction and conclusion
3. Pick out key points from the methods section
4. Pick out the major findings from results section
5. Add a sentence or two as a conclusion

6. Now write a paragraph of all points chosen in steps 1 to 5
7. Don’t add any new information or undefined abbreviations
8. Do not add any references in the abstract
9. Link your sentences so that the information flows clearly
10. Check if points presented in your paper and abstract are consistent
11. Ask your colleague to review your abstract
12. Check if your abstract meets journal’s format.

Q56. Characteristic of a good title ?

Should contain the 3 Ws, and should be less than 20 words.

WHAT …. what is the problem

WHO…… who are the population

WHERE….. location of the study

Sometimes one can add a 4th W (when) the time of study conduction, like in 2018.

Q57. Research title and paper title should be the same ?

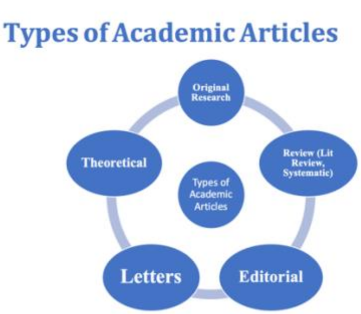
Not necessary; the paper title can be different from research to be a catchy name.

Q58. Must write in British or American English?

Depends on journals but most journals prefer British English

Q59. What are the types of scientific papers ?

- Editorial
- Review article
- Original contribution
- Case study / notes / preliminary reports
- Communication / letters to editors
- Book reviews



Q60. What is the importance of a review paper ?

Review papers usually get more citations than original research.

Q61. Can I publish a case study for a medical journal ?

Yes; case studies can be published, and there are specific journals specialized in case study publications.

Can check BMJ site for more details on how to write a case study report.

https://www.bmj.com/content/350/bmj.h263

Q62. Is sample size important ?

Very important.

- If the sample is too small:

1. Even a well conducted study may fail to answer its research question
2. It may fail to detect important effect or associations
3. It may associate this effect or association imprecisely

- If the sample size is too large:

1. The study will be difficult and costly
2. Time constraint
3. Available cases; e.g., rare disease
4. Loss of accuracy.

Hence, optimum sample size must be determined before commencement of a study.

Q63. Do I need to use inferential statistics ?

Yes; as descriptive only is not enough. You need at least to test the association between the variables. If you do regression analysis it will give your paper more power and a higher acceptance rate.

Q64. There is a copyright issue for figures and pictures ?

Yes; you need to get approval from the original author for reproducing the figure or picture, and also put it in the reference.

Q65. Do I need to register my clinical trials ?

Yes. The ICMJE has decided that from 1st July 2005 no trials will be considered for publication unless they are included on a clinical trials registry.

The two important registry platforms are World Health Organization Registry http://apps.who.int/trialsearch/ and

United States Register

https://www.clinicaltrials.gov

Also, the following list is considered as acceptable registration platforms

- Australia and New Zealand's (ANZCTR) (http://www.anzctr.org.au)
- Brazilian Clinical Trials Registry (ReBec) (http://www.ensaiosclinicos.gov.br)
- Chinese Clinical Trial Registry (ChiCTR) (http://www.chictr.org.cn)
- Clinical Research Information Service (CRiS), Republic of Korea (http://cris.cdc.go.kr)
- Clinical Trials Registry - India (CTRI) (http://ctri.nic.in)
- Cuban Public Registry of Clinical Trials(RPCEC) (http://registroclinico.sld.cu)
- EU Clinical Trials Register (EU-CTR) (https://www.clinicaltrialsregister.eu/)
- German Clinical Trials Register (DRKS) (http://www.drks.de)

- Iranian Registry of Clinical Trials (IRCT) (http://www.irct.ir/)
- Japan Primary Registries Network (https://rctportal.niph.go.jp/)
- The Netherlands Trial Register (http://www.trialregister.nl)
- Pan African Clinical Trial Registry (PACTR) (http://www.pactr.org/)
- Peruvian Registry of Clinical Trials (http://www.ins.gob.pe/ensayosclinicos)
- Philippine Health Research Registry (http://registry.healthresearch.ph/)
- Sri Lanka Clinical Trials Registry (SLCTR) (http://www.slctr.lk/)
- South African National Clinical Trials Register (http://www.sanctr.gov.za)
- Swiss FOPH Human Research Projects (https://www.kofam.ch/en/swiss-clinical-trials-portal.html)

- Tanzania Clinical Trial Registry (http://www.tzctr.or.tz)
- Thai Clinical Trials Registry (http://www.clinicaltrials.in.th)
- The United Kingdoms' ISRCTN registry (http://www.isrctn.com)

Q66. What is conflicts of interest ?

The term "conflict of interest in research" refers to situations in which financial or other personal considerations may compromise the researcher's professional judgment in conducting or reporting research results.

Q67. What is acknowledgment ?

Acknowledgment is to acknowledge the help provided by any person/institute/society/funding agency in any way, to carry out your research work.

Q68. What is consent form ?

Voluntary informed consent is a prerequisite for a subject's participation in any research. Informed consent is a voluntary agreement to participate in research. Informed consent is essential before enrolling a participant in any research. Informed consent must be obtained for all types of human subject researches, including: diagnostic, therapeutic,

interventional, social and behavioural studies. Obtaining consent involves informing the subject about his or her rights, the purpose of the study, the procedures to be undergone, and the potential risks and benefits of participation. Vulnerable populations (i.e., prisoners, children, pregnant women, etc.) must receive extra protection.

Q69. Do I need to include financial support ?

Yes; any financial support received should be declared, especially those from drug companies.

Q70. What is the most important part in my paper ?

The abstract is considered as the most important part, as it is the first thing any journal editor will read and then decide whether to send your paper for further reviewing or reject it.

Q71. What is title page ?

It is a file containing your title, authors, affiliation and corresponding author details, and it is necessary to ensure blind review.

Q 72. What is figure legend ?

Figure legends should support your figure entirely, meaning that the reader of your paper should be able to understand your figure, paired with its legend, without going to the results or methods sections to see what you say about your observations, or how the experiment was done.

Example

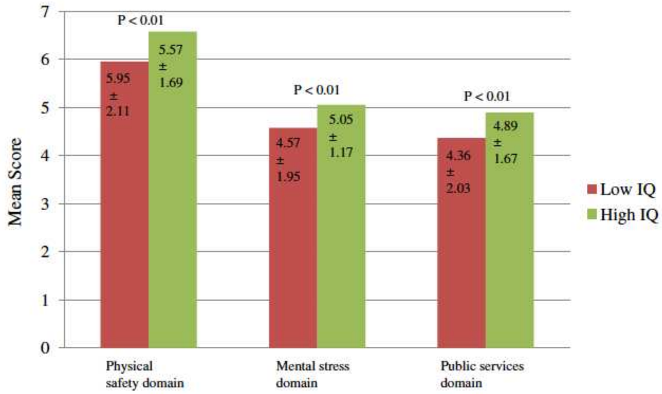


Figure 1. Association between living environment domain and child IQ status. Note: Higher scores indicate more favorable conditions. The figure represents the association between environmental domains (physical safety, mental stress and public services) with child's IQ level. The three bars represent the domains mean score in low and high IQ level groups. The values inside the bars represent mean ± standard deviation. Independent t test was performed to assess the association between the three domains and IQ, and it appeared to be significant witha p value of <0.01. The higher the score of the three domains the better the IQ; in mental stress domain, the higher score represents less stress; same things for the other two domains.

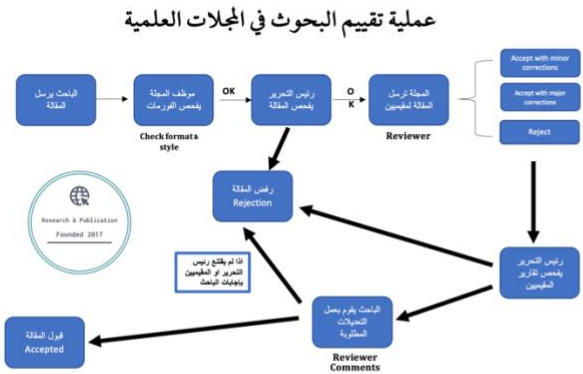
CHAPTER FOUR

REVIEW PROCESS

عملية مراجعة البحث

Q73. How long does paper evaluation take ?

It depends on the journal editorial board. Usually, the first decision must be made by the editor-in-chief within 2 weeks, whether to accept the paper for further evaluation or reject it. If accepted, it will be sent to two peer-reviewers to give comments and critical appraisal (usually journals give reviewers 2–4 weeks to do their review report).



Q74. What does the evaluation report contain ?

Most journals will send an evaluation report to reviewers to put their comments. Usually, they contain questions like whether this paper adds new knowledge, recommendation of reviewer, and how to improve the manuscript, language of writing, statistical analysis.

Q75. What is review outcome ?

After receiving the report, the editor-in-chief must decide whether to accept with minor revision, accept with major revision, or reject it.

Q76. Can I suggest a reviewer ?

Some journals require authors to suggest 2-3 reviewers during the submission process but journals are not obliged to choose them later.

Q77. What is plagiarism ?

Plagiarism is the act of stealing someone else's work and attempting to "pass it off" as your own. This can apply to anything, from term papers to photographs to songs, even ideas. Even if you put a reference at the end

of the paragraph, or using copy and paste, is plagiarism.

Q78. How to avoid plagiarism ?

It is to quote and/or cite your sources properly. First, you need to read the previous papers, then understand the information, and then write them in your own language and style.

Q79. Who are the reviewers?

Reviewers are peers from the same field as the author of the manuscript, so they have the required knowledge and experience to evaluate the manuscript. The reviewers should have experience in reviewing previous papers and also in publishing papers.

Q80. Can I be a reviewer ?

Yes; any researcher can be a reviewer. You can develop your own reviewer profile at web of science so other journals can identify your area of expertise.

Q81. What is self-plagiarism ?

Self-plagiarism is commonly described as recycling or reusing one's own specific words from a previously published work. Self-plagiarism can also refer to the publication of identical papers in two places (sometimes called "duplicate publication"). Moreover, it is best practice to cite your previous work thoroughly, even if you are simply revisiting an old idea or a previously published observation.

Q82. What is self-citation ?

There are two types of self-citations; mainly author and journal

- Author self-citation occurs when authors reference their own publications
- Journal self-citation: the demand of some journals that request authors to cite recently published papers in that journal to increase the impact factor of that journal. It should be mentioned that some of these demands are not ethical and, consequently, will diminish the reputation of the journal.

Q83. How can plagiarism be detected ?

Nowadays, using technology, it is easier to detect plagiarism. There are many software programs, and the most commonly used one is Turnitin. It can give you the similarity index and also all the online sources you cited from. There are many websites and softwares to check for plagiarism and similarity

turnitin https://www.turnitin.com (requires subscription fees)and

ithenticate

http://www.ithenticate.com/training/getting-started

other free websites like

- http://www.plagiarismchecker.com/
- http://plagiarisma.net/
- http://www.duplichecker.com/
- http://plagiarism-detect.com/
- http://www.plagium.com/
- http://www.plagscan.com/seesources/analyse.php

Q84. Do I need to use specific statistics software ?

No, not necessary. You can use any software like SPSS, STATA, R, PSPP or JASP. Even Excel can be used for simple descriptive statistical analysis.

Q85. Can qualitative research be published ?

Yes, many social science researches use qualitative design. Also, there are specific journals that publish qualitative research studies.

Q86. What are the important decision points to accept papers for publication ?

There are five deciding points:

1. Topic and title

The topic must be interesting and novel. Try to use a catchy title.

2. Study design

Case-control, cohort and experimental studies have higher chances of being accepted compared to cross-sectional.

3. Sample size

The bigger the better … now journals prefer big data.

4. English writing

   This is one of the most important points, especially for international journals. Try to ask your colleague for help in proof reading.

5. Statistics

- Do not use descriptive statistics only.
- Must use inferential statistics (chi-square, t test and Anova).
- If you use logistic regression it will be better.

Q87. What is blinded review ?

The reviewer will have a manuscript with no author names or affiliations. This measure is essential, so there is no bias in evaluating the research. Also, the journals will not make the review available online to everyone.

Q88. What to include in the cover letter ?

A good cover letter can help to “sell” your manuscript to the journal editor. As well as introducing your work to the editor you can also take this opportunity to explain why the manuscript will be of interest to the journal's readers.

- If known, address the editor who will be assessing your manuscript by their name. Include the date of submission and the journal you are submitting it to.

- First paragraph: include the title of your manuscript and the type of manuscript it is (e.g., review, research, case study). Then briefly explain the background to your study, the question you sought out to answer and why.
- Second paragraph: you should concisely explain what was done, the main findings, and why they are significant.
- Third paragraph: here you should indicate why the readers of the journal would be interested in the work. Take your cues from the journal's aims and scope. For example, if the journal requires that all works published have broad implications, explain how your study fulfils this. It is also a good idea to include a sentence on the importance of the results to the field.

- To conclude, state the corresponding author and any journal-specific requirements that need to be complied with (e.g., ethical standards).

Note: All cover letters should contain these sentences:

- We confirm that this manuscript has not been published elsewhere and is not under consideration by another journal.
- All authors have approved the manuscript and agree with its submission.

CHAPTER FIVE

ACCEPTANCE

قبول البحث

Q89. What happens after my paper gets accepted ?

The journal will send you an email to inform you the final decision and tell you that the production or editing department will contact you soon regarding the publishing of your paper.

At this point, the editor-in-chief's role is ended.

Q90. What is galley proof ?

Galley proof is the final version of your manuscript exactly as it will be published online. They will ask you to check author names, affiliation, tables. Beyond this point, no correction can be made to the paper. Depending on the time of publishing, usually the journal gives 1 week to check your galley proof. Even if everything is correct, you need to reply to the publisher saying that there are no corrections.

Q91. What is article in press ?

It means that your paper is published online first, ahead of the issue release, but the researcher can read and cite your paper because it already has received the DOI; but the paper has no issue, volume, or page numbers.

Q92. What is DOI ?

A DOI is a unique identifier that identifies digital objects. The object itself may change physical locations, but the DOI assigned to that object will never change. Journal publishers are assigning DOIs to electronic copies of individual articles in journals they publish.

Q93. How to increase my paper visibility ?

By posting your paper online in different platforms Like ORCID, ResearchGate, Google Scholar, Mendeley, Academia. Also, social media nowadays play an important role, like, e.g., Twitter, Facebook.

Q94. How to increase my paper citation ?

To boost your citation count to maximize impact, consider these simple techniques:

- **Carefully choose your keywords.** Choose keywords that researchers in your field will be searching

for so that your paper will appear in a database search.

- **Use your keywords and phrases in your title and repeatedly in your abstract.** Repeating keywords and phrases will increase the likelihood your paper will be at the top of a search engine list, making it more likely to be read.

- **Use a consistent form of your name on all your papers.** Using the same name on all your papers will make it easier for others to find all your published works. If your name is very common, consider getting a research identifier, such as an ORCID. You can

provide your ORCID in your email signature and link that ID to your publication list so that anyone you email has access to your publications.

- **Make sure that your information is correct.** Check that your name and affiliation are correct on the final proofs of your manuscript, and check that the paper's information is accurate in database searches.

- **Choose open access journals to reach a larger audience.**

- **Present your work a conferences.** Although conference presentations are not cited by others,

this will make your research more visible to the academic and research communities.

- **Use social media.** Provide links to your papers on social media (e.g., Facebook, Twitter, Academia.edu, ResearchGate, Mendeley) and your university profile page.

- **Actively promote your work.** Talk to other researchers about your paper, even ones not in your field, and email copies of your paper to researchers who may be interested. Create a blog or a website dedicated to your research and share it.

Q95. How long does it take between acceptance and online publication ?

It depends on the publisher. Sometimes, it may take a long time, but nowadays most journals will upload an accepted manuscript under the "ahead of print" section, and other researchers can cite your paper.

Q 96. Can my paper change after publication ?

Yes; if there was an error, especially in the statistical analysis, the editor can ask you to correct that. Also if there is research misconduct or data fabrication, your paper can be retracted.

There is a special website to follow up retracted papers worldwide

https://retractionwatch.com

Q 97. Can the paper be retracted ?

Yes; if the journal received a complaint about copyright issues or research misconduct, and there is a problem such as data manipulation, the paper can be retracted.

Q 98. Can I post the paper on my social media and institute website ?

It depends on the copyright form you will sign with the journal. If you choose open access policy sure you can post it anywhere. But if you choose closed access publication you cannot do that.

Q 99. Do I need to sign a copyright form ?

Yes; you must sign it and read it carefully because in future all the reprints and distribution of your paper will depend on it.

Q 100. Who have the copyright of my paper ?

It depends on the publisher, as some of them give the authors full copyright especially open access publishers.

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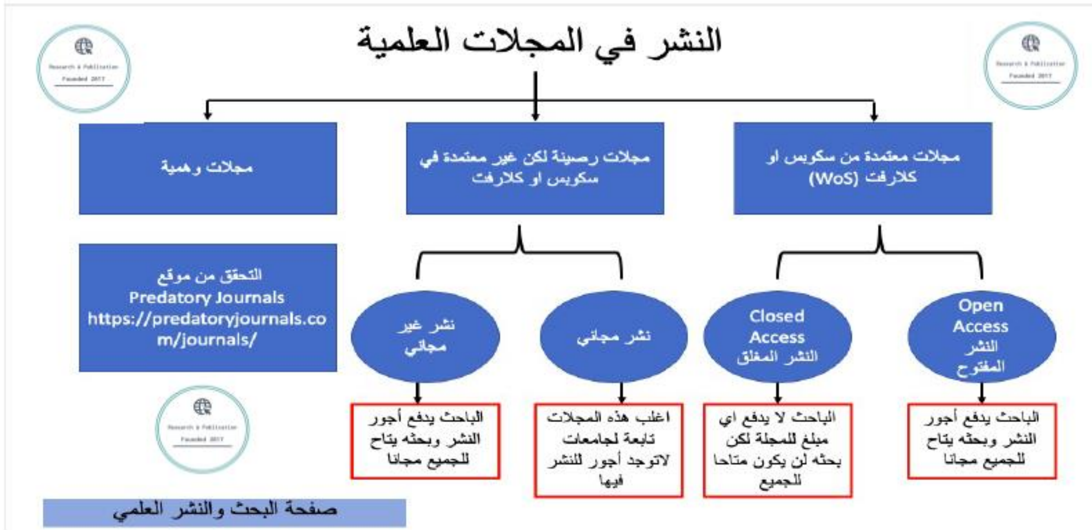
- http://www.carl-abrc.ca/doc/predatory_pubs_primer-e.pdf.(accessed 25 September 2018).

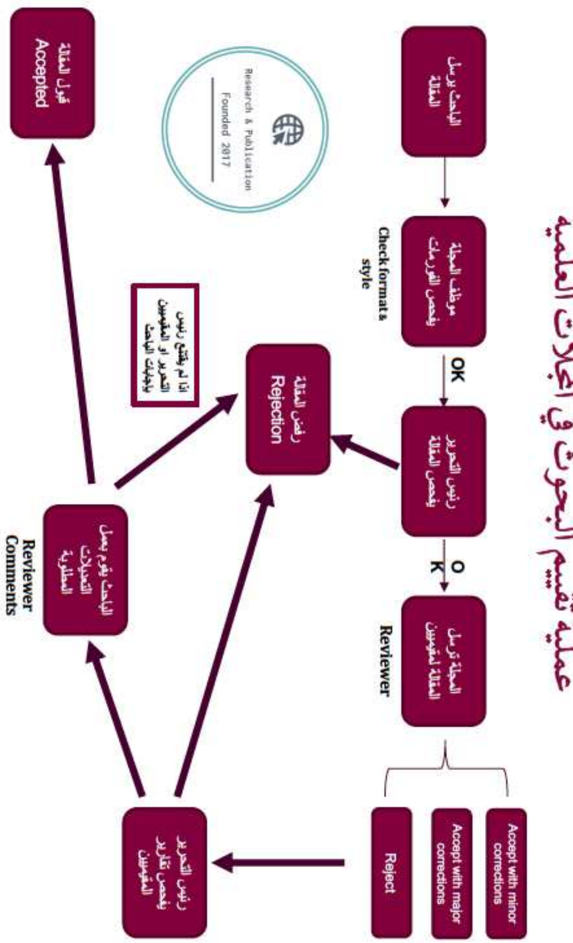
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معلومات إضافية

- Publication process
- Review Process
- Reply to reviewer comments
- Response to revision decision
- Cover letter example
- Manuscript template

Publication process




عملية تقييم البحوث في المجلات العلمية
الباحث يرسل المقالة
موظف المجلة يفحص الفورمات
Check format & style
OK
رئيس التحرير يفحص المقالة
O K
المجلة ترسل المقالة للمقومين
Reviewer
Accept with minor corrections
Accept with major corrections
Reject
رئيس التحرير يفحص تقارير المقومين
الباحث يقوم بعمل التعديلات المطلوبة
Reviewer Comments
رفض المقالة
Rejection
اذا لم يقتنع رئيس التحرير او المقومين بإجابات الباحث
قبول المقالة
Accepted
Research & Publication
Founded 2017

How to reply reviewers' comments

Table Response Form

Reviewer comment	Response	Page /line
The introduction is relevant and reasons for performing the study are clearly defined. However it would be helpful if the author able to explain the important issues related to the occupational factors associated with job performance that were not adequately addressed by previous investigators.	Correction done and more literature was added	Page no. 3 Line no. 46

Response to revision decision

Dr Veronica Vieira

Associate Editor

BMC Public Health.

RE: Submission of revised manuscript for the negative impact of living environment on intelligence quotient of primary school children in Baghdad city , Iraq: a cross-sectional study
(Manuscript ID: 9129666606935341**)**

Dear Dr Veronica Vieira On behalf of all the authors, I am submitting a revision of the manuscript on "the negative impact of living environment on intelligence quotient of primary school children in Baghdad city , Iraq: a cross-sectional study" for publication in BMC Public Health.

The authors would like to thank the reviewers for their time and valuable comments. We have included more details in parts of the abstract, background , methodology, discussion, and conclusion sections based on the suggestions of the reviewers.

We have endeavored to respond to all questions and comments and would be pleased to clarify any of our responses if needed.

As stated when we first submitted the manuscript for peer review, all the authors have contributed significantly to the study and the authors declare that they have no competing interests.
The responsibility for the contents of this manuscript rests entirely with the authors.

Thank you for considering this paper for publication.

Dr. Hasanain Faisal Ghazi

Example of cover letter

Editor-in-Chief,

Date:

Dear Sir,

RE: PERSONAL COVER LETTER FOR ……………… JOURNAL

We are delighted to submit an original article entitled "……………." for publication in your renowned **………….. JOURNAL.**

My colleagues and I produced this original article and co-authored it; a full list of the names and affiliations of all authors are listed in the manuscript. All of us have approved the article for submission and I have been given the mandate to act as the Corresponding Author.

There is no duplicate submission or publication for this article. This article presented is original and has not been reported, published or submitted elsewhere. Our reporting methods comply with the journal's ethical standards, and we have no conflicts of interest to disclose.

Thank you for your continuing interest and consideration.

Yours sincerely,

Corresponding author

Manuscript format

TITLE
(Should be less than 20 words and contain the 3W (What, Who, Where)

Author Names and Affiliations

ABSTRACT (less than 250 words)

- Introduction / Background (Must contain aim or objective of the study)
- Methods
- Results
- Conclusion

KEYWORDS

- a list of 3–5 key words is to be provided directly below the abstract. key words should express the precise content of the manuscript, as they are used for indexing purposes.

INTRODUCTION

- Maximum 3-4 paragraphs
- 100-200 words to introduce your topic
- 500-1000 words of literature review
- Last paragraph should be the aim of the study (general objective)

METHODS

- 200-400 words
- Describe study population and location
- Study design & Sampling methods
- List of questionnaires used and from where adopted?
- Any pretest done? Validation?
- State ethics approval from which institute
- Did all participants sign the consent form?

RESULTS

- 500 – 1000 words
- No need to explain each table in detail, only headlines
- First paragraph describes the characteristics of the sample

DISCUSSION

- Maximum 3-4 paragraphs
- 500-1000 words
- 1ST paragraph the study main findings
- 2ND paragraph: the study limitations
- 3RD and 4th paragraph: compare your results with previous studies

CONCLUSION

- 200 words
- 1 paragraph
- Maximum 3-4 sentences

ACKNOWLEDGMENT

- 1 or 2 sentences

COMPETING OF INTEREST

- Authors need to declare if they have any competing of interest

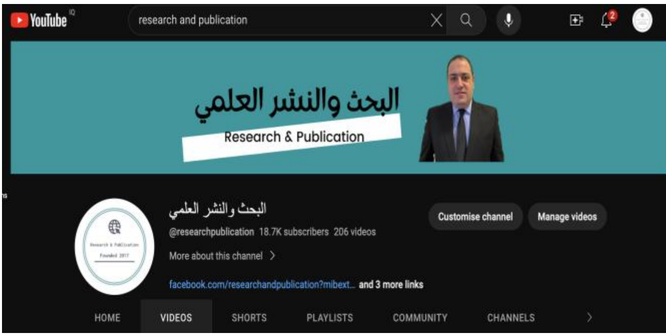
REFERENCES

- Depend on each journal style

TABLES

- Maximum of 4-5 tables
- Title of each table must be self-explanatory
- Include confidence interval and p value where possible
- Table should not be large (maximum 6 columns and 12 rows)
- Table 1: Socio-demographic characteristics
- Table 2: Dependent variable (outcome)
- Table 3: Association table (Socio-demographic and dependent)
- Table 4: Association table (other factors and dependent)
- Table 5: Multivariable table

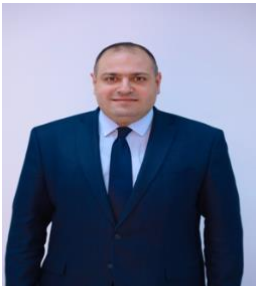
قناة البحث والنشر العلمي على اليوتيوب



رابط القناة

https://www.youtube.com/channel/UCDs30944trIBTOqajawUBiA

الأستاذ المساعد الدكتور حسنين فيصل غازي



- بكالوريوس طب وجراحة عامة (جامعة بغداد)
- ماجستير ودكتوراه في طب المجتمع من الجامعة الوطنية الماليزية (UKM)
- زميل كلية التغذية الأميركية (Fellow of American College of Nutrition)
- حاصل على زمالة جامعة الأمم المتحدة - المعهد الدولي للصحة العالمية

United Nations University – International institute for Global Health

- حاصل على جائزة أحسن باحث لسنتين متتاليتين من جامعة الإدارة والعلوم الماليزية (٢٠١٦، ٢٠١٧)
- نشر أكثر من 137 بحث في المجلات العالمية

- 78 بحث في مجلات معتمدة في قاعدة بيانات (SCOPUS)
- أكثر من 1675 استشهاد للبحوث المنشورة و (21) H Index
- رئيس تحرير المجلة العالمية لطب الصحة العامة (Global Journal of Public Health Medicine)
- مقيم معتمد للعديد من المجلات في SCOPUS و WOS
- عمل محاضرا في كلية الطب / الجامعة الوطنية الماليزية (٢٠١٣-٢٠١٥)
- عمل أستاذ مساعد في كلية الطب الدولية (جامعة الإدارة والعلوم الماليزية) (٢٠١٦-٢٠٢٠)
- حاليا أستاذ مساعد في كلية التمريض / جامعة البيان / بغداد.